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Services

WORKER'S COMPENSATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-3, *Morale Welfare Recreation and Services Nonappropriated Fund Personnel Management and Administration*. It provides guidance and procedures for employees of Air Force Nonappropriated Fund Instrumentalities (NAFI) covered by the Longshore and Harbor Workers' Compensation Act (LHWCA), their supervisors, Human Resource Offices (HRO), Major Commands (MAJCOM), and HQ AF Services Agency (HQ AFSVA). It tells how to report and process claims for benefits when NAF employees get hurt, become disabled, or die as a result of injuries sustained on the job. This instruction is based on the Longshore and Harbor Workers' Compensation Act (LHWCA) (33 U.S.C. 901 and following), as extended by the Nonappropriated Fund Instrumentalities Act (5 U.S.C. 8171-8173). Read this AFI with AFMAN 34-311, *AF Workers' Compensation Procedures*. This does not apply to the Air National Guard.

SUMMARY OF REVISIONS

Removes definition paragraph.

1. Claims Administration. The Air Force NAF Workers' Compensation Program is administered at two levels: Base-level activities develop initial claims and process benefits during the first 6 weeks after an employee's injury. HQ Air Force Services Agency, Workers' Compensation Branch (HQ AFSVA/SVXCW) further develops claims, processes benefits, resolves claims, and reimburses expenses paid by bases.

2. Supervisor. Briefs employees on accident reporting procedures; arranges medical care and provides the injured employee with Longshore (LS) forms. Completes employer LS forms, forwarding them to the Human Resource Office for distribution. Provides employment suitable to the employee's physical capacity.

3. Human Resource Office (HRO). Maintains a log of all injuries. Establishes a file and suspense on each injury that requires medical care or results in more than one shift of lost time. Arranges for disability and medical expense payments during the 6 week period following the injury. Works with the employee, supervisor, appropriate medical caregivers AO and HQ AFSVA/SVXCW to properly compensate the employee and expedite return to work.

4. NAF Accounting Office (AO). Pay benefits and medical expenses in a timely manner; time limits are set forth in AFMAN 34-311. Submits the completed NAF Workers Compensation Record on which payments to or on behalf of an injured employee have been recorded to the HQ AFSVA/SVXCW with copies of benefit checks and medical bills.

5. HQ AFSVA Workers' Compensation Branch. Has overall authority for this program and furnishes technical guidance and assistance as required.

5.1. Develops and processes claims when disability or medical care continues 6 weeks beyond the date of injury and resolves these cases.

5.2. Negotiates and pays settlements of controverted cases.

5.3. Recommends premium rates to charge to NAFIs to cover the cost of program operations.

6. Office of Legal Counsel (HQ AFSVA/LAW):

6.1. Provides legal research and support to HQ AFSVA/SVXCW on workers' compensation matters.

6.2. Advises MAJCOM and base legal offices on general workers' compensation matters and on specific claims.

6.3. Represents the Air Force NAFI and Air Force Insurance Fund at all formal hearings that the US Department of Labor conducts and performs related services, including filing appeals.

7. MAJCOM Commanders:

7.1. Ensure that each installation in their command follows the guidelines in this instruction, AFMAN 34-311, *Air Force Workers' Compensation Procedures*, and in the LHWCA.

8. Services Commander or Director. The Services commander or director administers the base workers' compensation program and NAF employee safety. In that capacity, the Services commander or director:

8.1. Designates personnel from each NAFI to implement the program.

8.2. Arranges for the orientation and training of these people.

9. SJA. The local servicing SJA:

9.1. Represents the individual NAFI's interest at informal conferences that the district director or other DOL official conducts.

9.2. When preliminary information warrants, submits a request to the support group commander for an investigation or conducts an investigation to determine whether an employee is entitled to compensation.

9.3. Files Form LS-207. The SJA is the only office, other than Air Force Services Agency, Workers' Compensation Branch, authorized to file Form LS-207.

9.4. Obtains written statements from persons who know the facts in matters that the HRO or HQ AFSVA/SVXCW refers to the SJA.

STEVAN B. RICHARDS, Colonel, USAF
Director of Services

Attachment 1

ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

AF—Air Force
NAFI—Nonappropriated fund instrumentality
AFSVA—Air Force Services Agency
AFR—Air Force Regulation
NAF AO—Nonappropriated Fund Accounting Office
AWW—Average weekly wage
HRO—Human Resource Office
DOL—Department of Labor
HQ—Headquarters
JSA—Job Safety Analysis
SF—Standard Form
LHWCA—Longshore and Harbor Workers’ Compensation Act
SJA—Staff Judge Advocate
LS Form—Department of Labor Form
MAJCOM—Major command
TPD—Temporary partial disability
TTD—Temporary total disability
MWR—Morale, Welfare, and Recreation
USAF—United States Air Force
NAF—Nonappropriated Fund
U.S.C.—United States Code

Attachment 2

US DEPARTMENT OF LABOR OFFICES

District 1

One Congress Street, 11th Fl

Boston MA 02114

(CONUS) Maine, New Hampshire, Vermont, Rhode Island, Connecticut, Massachusetts

District 2

201 Varrick St, Room 750

Box 249 New York NY 10014-0249

(CONUS) New York, New Jersey (overseas) Panama, Iceland, Bermuda, Europe, and all areas not specified in other compensation districts

District 3

Rm 13180, Gateway Bldg

3535 Market St

Philadelphia PA 19104

(CONUS) Pennsylvania, Delaware, West Virginia

District 4

Federal Building, Room 1026

31 Hopkins Plaza

Baltimore MD 21201-2800

(CONUS) Maryland, District of Columbia

District 5

Federal Building

200 Grandby Mall Room 212

Norfolk VA 23510-1879

(CONUS) Virginia

District 6

214 N. Hogan Street Ste 1040

Jacksonville FL 32202

(CONUS) North Carolina, Kentucky, Tennessee, South Carolina, Georgia, Florida, Alabama, Mississippi

District 7

701 Loyola Ave Rm 13032

New Orleans LA 70113-9641

(CONUS) Arkansas, Louisiana

District 8

12600 N Featherwood Dr Ste 105

Houston TX 77034-4499

(CONUS) Texas, Oklahoma, New Mexico

District 10

230 S Dearborn Street 8th Fl

Chicago IL 60604-1541

(CONUS) Illinois, Minnesota, Wisconsin, Ohio, Indiana, Michigan, Iowa, Kansas, Nebraska, Missouri

District 13

Box 3770

San Francisco CA 94119-3770

(CONUS) Arizona, Nevada, Northern California

District 14

1111 Third Av Ste 620

PO Box 21828

Seattle WA 98111-3828

(CONUS) Washington, Oregon, Alaska, Idaho, Colorado, Wyoming, Montana, Utah, North Dakota, South Dakota (overseas) Pacific North of 45 North Latitude

District 15

300 Ala Moana Blvd, Room 5108

Box 50209

Honolulu HI 96850-4980

(CONUS) Hawaii (overseas) Adjacent Pacific area including Japan, Taiwan, Korea, Ryukyus, Guam, Philippines

District 18

401 Ocean Blvd

Suite 720

Long Beach CA 90802-4965

(CONUS) Southern California